

County of Door
Community Support Program Nurse – Part time

Status: Nonunion
Department: Community Programs
EEO: 02 - Professional

Pay Grade: Eight (8)
Revision Date: 11-5-08

General Summary

This position is responsible for providing direct nursing services to the Community Support Program (CSP) clients to include, but not be limited to, management of medication supply, packaging client medication, annual health physicals, injections, symptom monitoring and documentation.

Duties and Responsibilities

Essential Job

1. Administer medication to CSP clients who come in for daily medication.
2. Package daily medications for clients receiving samples.
3. Providing injections
4. Monitor symptoms and provide the team with feed back regarding clients.
5. Complete annual health physicals for patients who do not see a Dr. regularly.
6. Maintains department records according to agency policies.
7. Pick up medications from Bay Pharmacy on a weekly basis.

General Job Functions

1. Setting up new clients medications
2. Making changes to mediplanners/bubble packs
3. Giving daily medications to clients who must be watched taking their meds
4. Weekly CSP meetings
5. Monthly report to coordinator
6. Sign notes on the computer

Reporting Relationships

Reports directly to the Community Support Program Coordinator

REQUIREMENTS

Training and Experience

1. Bachelor of Science degree from an N.L.N. certified college or university school of nursing.
2. Two or more years of progressive work experience, with individuals with a mental illness is desired.

Knowledge, Skills, and Abilities Required

1. Knowledge of the principles and practices of psychiatric nursing and the sociological aspects of community mental health programs.

2. Ability to maintain effective professional relationships with county citizens, medical professionals, state health agencies, to coordinate direct health service programs
3. Ability to handle confidential information.
4. Good judgment and ability to make decisions independently.

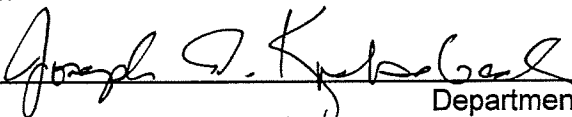
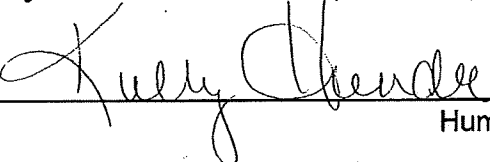
Physical & Working Conditions

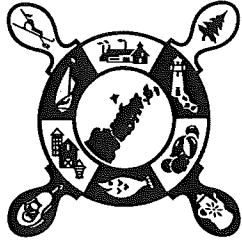
1. Majority of time spent in the office.
2. During direct nursing activities, must use preventative methods to evade contracting communicable disease.
3. 75% of the time is spent sitting.
4. There is occasional lifting of up to 20 lbs., such as a scales and medical equipment and in unusual situations there is stooping, kneeling, balance and reaching.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 166.03 (4) (a) - (d) Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

Name		Date
	Department Head	11/25/08
Name		Date
	Human Resources Director	11/25/08



County of Door
Human Resources
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Kelly A. Hendee
Human Resources Director
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2010 Salary & Fringe Benefits – Registered Nurse, PT (20 hours/week)
Door County Community Programs

SALARY: D.O.Q.

HEALTH: Family Coverage, pro-rated at 50%
Single Coverage, pro-rated at 50%

DENTAL: Pro-rated at 50%

PTO: PRO-RATED AT 50%
Forty (40) Hours After One (1) Year
Sixty (60) Hours After Seven (7) Years
Eighty (80) Hours After Fifteen (15) Years
One Hundred (100) Hours After Twenty-four (24) Years

HOLIDAYS: PRO-RATED AT 50%

1. New Years Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day After Thanksgiving Day
7. Day Before Christmas
8. Christmas Day
9. New Years Eve – Afternoon (half day)
10. Friday before Easter – Afternoon (half day)

RETIREMENT: Wisconsin Retirement Fund, 100% Paid by County

NOTE: PTO use & paid holidays are not allowed for employees until after completion of six months of employment.